

**PRE-OFFER MEETING**  
**RFP Solicitation ADEQ16-00006142**  
**“Copier and Copy Center Managed Services”**

The Arizona Department of Environmental Quality (ADEQ) invites sealed proposals from qualified Contractors to provide Copier and Copy Center Managed Services. This Contract will be Agency specific.

**April 19, 2016, 9:00AM**  
**1110 W. Washington St.**  
**Conference Room 3175A/B**  
**Phoenix, AZ 85007**

This will discuss the Scope of Work, proposal documents/submittals, performance requirements, evaluation process, risk mitigation plans, and documenting and meeting key milestones throughout the project. Attendance at this meeting is **HIGHLY RECOMMENDED** for all Contractors that are interested in proposing on this best value procurement project, as the proposal and project delivery process is different than past projects issued by ADEQ.

**Contractors are strongly advised to bring their operational personnel to this educational session (the key project personnel that would be assigned to an Agreement if awarded). As seating is limited, please RSVP with your Attendee Name, company name, address, phone and email to: Susan Holt Email: [holt.susan@azdeq.gov](mailto:holt.susan@azdeq.gov).**

**PARKING:**

Parking is available at 1110 W. Washington St. (parking garage entrance is on Washington St. just past 10th Avenue. Washington St. is a one-way street traveling west bound). Overflow parking is available at the northwest corner of 12th Avenue and Adams (DO NOT PARK AT THE ARIZONA CORPORATION PARKING OR YOU WILL BE TICKETED).

**SIGN IN:**

Upon entering ADEQ building, take elevator to 3rd floor Conference Room 3175A/B, where attendees will be required to sign in and obtain a Visitor's Badge. (Regardless of signage on first floor, attendees are not to sign in on the first floor for this event.)